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# Meeting Minutes

**Meeting Date:** 10/29/2018 - 3:30pm

**Title:** School Leadership Team Meeting

**Location:**

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## Attendance

**Team Members:**

**Guests:** Doug Neill

**Minutes:** Celebrate recent successes

Burns - visited another school for lesson study, affirmed the great things we've got going on at Allenbrook (positive school culture - teaches work really hard to get things right; culture of finding third way)

Lake - Happy Doug started todayNeill - felt welcome in classrooms today

Calin - Ms. Gaymon had her back with students during the class; felt alignment in approach with students

Bonasera - quality of literacy instructionJohnson - first quarter and staff still feeling good

Ollie - small group instruction gets better everyday; feeling like it's what we do

Review and respond to coaching comments

Approval of last meeting's minutes

All approve

## Old Business

Report positive changes in planning - Burns will share template

Indicators to Assess-Create-Monitor

***Indicators Assessed***

***Objectives Planned For***

***Monitor (updates made)***

Plan for Cross Age Buddies Implementation

- Why do it?

Buddy programs help students build positive relationships with one another. Not only does this benefit students but also helps staff build relationships with one another.

- What is it?

Time set aside for students in older grades for partner with students in younger.

Time for children to practice helping and caring for one another.

Time set aside to build cross-school community (one Allenbrook); sends the message relationships are important

Time set aside to get to know people who are different from you

- When do we do it?

30-60 minutes two times per month is the suggestion (could start with once a month); some teachers choose to do the activities weekly - can tie in more curriculum if we do it this way

Buddy teachers need time to plan together to establish common goals

Should be a school wide meeting before the program is launched

- Who is paired?

2-3 grade levels apart

Trios are sometimes appropriate

Teachers need to be intentional about the pairings

Polite/Sondheim

Dais/Burns

Holub/Magee

Hartman/Sanders

Loyd/Carman

Williams/Calin

Johnson/Green

Mercado/Loftin

Cogswell/Smith

- How to roll out?

1. Build buy-in with teachers and students

2. Prep students in advance

3. Letting families know

4. Keep it fun, exciting, engaging

Logistics:

- Where are the activities occurring?
- Is everyone doing it at the same time?
- How often are we doing it?
- When will teachers plan for the activities?
- Are we planning on matching classes or grade levels?

November 7: Roll Out program; plan during the meeting - once a month plan during a staff meeting

November 16: First Meeting @ 2:00

December 5: Second Meeting @ Lunch

December 14: Third Meeting (Buzz Buck incentive) @ 2:00

Buddy classes will work together to earn Buzz Bucks in December. Goal: 110 Bucks

\*Teachers decide where to meet (first/fourth - media and cafeteria)

How to pair students: Randomly pair them to communicate that they can work with all types of people - bring rosters to planning time to do pairings

Pop the balloon to reveal pairing

Involvement of other staff - support staff assigned to pairings

Staff Meeting

- Frame: Staff reflect on mentoring/lasting relationships with one another (Bonasera)
- Jigsaw: Intro Pages (Burns)
- Logistics (Lake)
- Balloons (Johnson)

- Planning Time (Calin)
- Do the Activity for the first activity (Loftin)
- Closing Circle - What are you excited about? One question you have?

#### Additional Agenda Items

##### **Action Taken:**

##### Next Meeting

Date:

Time:

Title:

Location:

Adjourn

4:30pm

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